

City of Franklin Addendum No. 2 to

Purchasing Office Solicitation No.: 2013-002

1. Solicitation identified: This Addendum No. 2 applies to the following procurement:
comprehensive classification and compensation study
Purchasing Office Solicitation No.: 2013-002
2. Notice to Proposers publication date: **June 28, 2012**
3. Solicitation release date: **June 29, 2012**
4. Addendum No. 1 release date: **July 11, 2012**
5. Deadline for optional submittal in writing of questions seeking to revise or clarify any aspect of this procurement solicitation: **July 17, 2012, 2:00 p.m. Central Time**
6. Addendum No. 2 release date: **July 17, 2012**
7. Proposals submittal deadline and scheduled opening: **July 31, 2012, 2:00 p.m. Central Time**
8. Tentative date of release of City's tabulation of proposals received and notice of intent to award: **August 10, 2012**
9. Tentative date of award: Meeting of Board of Mayor and Aldermen at which is tentatively scheduled to be awarded the selection of the proposal that best meets the needs of the City: **August 28, 2012**
10. Addendum:

In reference to the City of Franklin's June 29, 2012 Purchasing Office Solicitation No. 2013-002 for the provision of a comprehensive classification and compensation study for the City of Franklin Human Resources Department, the City has been asked certain additional questions about the solicitation by one or more vendors who are potential proposers.

The purpose of this Addendum No. 2 is to provide to all vendors who are known or thought to be interested in responding to the referenced solicitation the City's responses to the additional questions that have been asked to date.

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Below are the additional questions asked to date, and the City's responses thereto:

Q1: In reference to the consultant physically being on site, is this a requirement? We can accomplish the deliverables without having to conduct interviews with employees or being on location. This would essentially mean less time to complete the project and less overall cost. Would this be acceptable to the City?

A1: The Request for Proposals includes the following provisions:

- Meet with designated staff members to validate scope of services, methodology, timeliness, and other deliverables.
- Present survey results to management for discussions and decisions on overall pay philosophy and the feasibility of acceptance.
- Present findings in report form and orally to the project team at the City of Franklin and to the Board of Mayor and Aldermen.
- Attend meetings as required.
- Meet with employees to explain the study results.

The City's preference is for these expectations of the consultant to be met by means of an in-person, on-site presence. However, the City will consider proposals that contemplate an alternative means of meeting these expectations. The City reserves the right to evaluate proposals that contemplate any such alternative means differently from those that contemplate an in-person, on-site presence.

Q2: We cannot advise on FLSA designations. This is a legal issue and an attorney would have to advise. Would the City still be interested in receiving a proposal from our firm?

A2: The City's preference is for the scope of work proposed by the consultant to include allocation of all employees included within the scope of the study to an appropriate job title, job class, and FLSA exempt/non-exempt designation. However, the City will consider proposals that contemplate omitting the allocation of all employees included within the scope of the study to an exempt/non-exempt designation. The City reserves the right to evaluate proposals that omit the allocation of all employees included within the scope of the study to an exempt/non-exempt designation differently from those that do not make such an omission.

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11. Proposals submittal deadline and scheduled opening: Please note that the submittal deadline and scheduled opening of all proposals received remains unchanged and is:

July 31, 2012, 2:00 p.m. Central Time

12. Acknowledge receipt of addendum: Proposers shall acknowledge receipt of this addendum on the Proposal Submittal Form in the space to the right of the text on that form that reads, "Receipt acknowledged of any and all issued addenda to this solicitation."
13. Questions: The deadline for optional submittal in writing of questions seeking to revise or clarify any aspect of this procurement solicitation has now passed. To ask questions of a procedural nature, please contact:

City of Franklin Purchasing Office
Franklin City Hall, Suite 107
109 3rd Ave. South
Franklin, TN 37064
purchasing@franklinton.gov
Tel: 615/550-6692
Fax: 615/550-0079

14. Communication with City during procurement phase: Any questions about either the content of or the procurement process pertaining to this procurement solicitation should be addressed as described above. Until the procurement award has been made, vendors shall not communicate about either the content of or the procurement process pertaining to this procurement solicitation with any official, employee or other representative of the City except through the City's Purchasing Office. The City reserves the right to disqualify any vendor that initiates unauthorized communication with the City during the procurement phase.